## MOBILE DEVICE USAGE POLICY

This policy is to outline [Organization Name]’s general guidelines for using personal/company cell phones and other mobile devices at work. It is intended to support employees' job duties while using mobile technology and promote employee safety while minimizing distractions, accidents, and frustrations that can be caused by improper use in a manufacturing area.

SCOPE

This policy applies to all employees.

PROCEDURES

* Personal cell phones and mobile devices can be used during breaks only
* [Organization Name] will provide his cell phone or mobile device to be accessible only for work-related communications or personal and business emergency situations
* Company-supplied cell phones or mobile devices must be used in a professional and ethical manner

Employees are not permitted to:

* Play games or surf the Internet on cell phones or mobile devices during work hours
* Download or view inappropriate, obscene, or illegal material on the company's Internet connection
* Use the device for operating a company-issued vehicle or equipment
* Disturb colleagues by making or receiving personal calls
* Use inappropriate language
* Record videos and or take pictures on company premises unless in need of reporting to management or authorized by management
* Employees shall maintain company-issued cell phones or mobile devices in new condition

Employees who do not abide by the rules of this policy will be subject to the company's progressive discipline policy